

Setting 2210 in Defaults

TaxWise Desktop

1. Login as the **ADMIN** User
2. Open the **Tools** menu
3. Select **Edit Tax Form Defaults**
4. Click **OK** to the 1040 package
5. Select **Yes** in the Confirm dialog box
6. Press **F10** to load Find a Form
7. Enter 2210 in the **Look for** box and press enter
8. Press **F8** on line 2210 page 1 line 9

TaxWise Online

1. Login as the **ADMIN** user or any user that has the Administrator role
2. Select the **Return Templates** icon on the toolbar
3. Select **Edit** on your default return template
4. Select the **Add a Form** button
5. Enter 2210 in the **Search For** box
6. Select the **Add** link next to 2210 pg 1
7. Press **Ctrl+Enter** on 2210 page 1 line 9
8. Select the **Close** icon
9. Select the **Home** icon